

# Role Profile

**Name:**

**Job Title:** Tapestry Conservation Intern (L10)

**Location:** Conservation and Collection Care, Collections Management

**Responsible To:** Team supervisor

**Responsible For:**

**Direct Reports** none

**Indirect Reports** none

**Key Budgetary Responsibilities:** none

**Job Profile Agreed:** **July 2016**

**Job Holder's Signature** :

**Date** :

**Manager's Signature:**

**Date:**

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<b>Job Title</b>	Tapestry Conservation Intern
<b>Purpose of this job</b>	Training in and delivering conservation treatments, in CCC's tapestry conservation team.
<b>Main customers to this job</b>	Head of CCC, Supervisor, Historic Royal Palaces, The Clothworkers' Foundation, lenders, visitors
<b>Team, HRP and partner relationships</b>	Reports to Treatment Conservation Supervisor (in tapestry conservation specialism) Strong cross-team relationship with Preventive Conservators and Preventive Conservation Co-ordinators, Conservation Scientist, and CCC CM Registrar and Officer and HRP's curatorial team.
<b>Key areas of responsibility:</b>	<b>Conserving (90%)</b> <ul style="list-style-type: none"><li>- Documenting all aspects of tapestry treatment work undertaken</li><li>- Developing skills and experience in carrying out complex hands-on treatment work on historic tapestries under the supervision and guidance of the team supervisor</li><li>- Learning exercise on handling and packing tapestries for transport and storage</li><li>- Learning exercise on managing and progress reporting the assigned tapestry project to the team supervisor</li><li>- Learning exercise on collective site-based work (eg annual audit, cleaning and protection work with PC team, installations and removal of tapestries)</li><li>- Assisting in condition checking and estimating treatment</li></ul>

- work of tapestries, in studio and on site
- Helping to update and manage the inventory information and treatment record of HRP's collection of historic tapestries and their moves and installation requirements
- Working as part of a team on projects with tight deadlines
- Accountable to the team supervisor for delivery of assigned treatments to schedule, specification and quality standards set by CCC

#### **Explaining and training (10%)**

- Communicates CCC textile treatment work to fellow professionals (eg, talks for front line staff , talks on tours for non-specialists)
- HRP Members newsletter *Inside Story* and talks)
- Contributes actively to other CCC explaining activities (eg, blog and social media)
- Undertake the HRP collection access and scaffolding trainings

**Core Qualities and Behaviours (HRP's Performance Framework)**

In addition to your main areas of responsibility, the following core qualities and behaviours are required from all staff. Further details can be found in HRP's Performance Framework which can be found on the HR section of the intranet. Your role is primarily at level 1 of the Performance Framework.

- Ensure every customer (internal and external) feels delighted with their contact with HRP and the quality of the personal service/experience they receive. **(Delighting the Customer)**
- Manage yourself and others effectively through planning, organizing and anticipating problems ahead. **(Planning for Success)**
- Deliver work on time and to the high standards required, by taking ownership for outcomes, demonstrating pride in their achievement. **(Owning the Issue, Getting it Done)**
- Explore and try fresh, novel ways of doing things that are in keeping with HRP's Cause and add real value to the Organisation. **(Having the courage to try new things)**
- Continually develop expertise in key areas of your role, to ensure delivery of high quality work. **(Developing our Expertise)**
- Develop and maintain an in-depth understanding of the organisation, so that all your actions help achieve the best outcomes for HRP. **(Knowing our Organisation)**
- Work collaboratively with colleagues across functional and geographical boundaries to ensure the success of HRP. **(One Team – One HRP)**
- Support your colleagues to succeed in their work **(Supporting others to Succeed)**

**Other rules/standards**

In addition to Key Areas of Responsibility and Core Qualities and Behaviours above, you are also required to have read, understood and comply with the rules/standards contained in HRP's Code of Conduct as contained in your Staff Handbook and in the Health and Safety Handbook.